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BLOCK 1: Must be the same name entered in Block 1 of DD Form 1842.

BLOCK 2: Self explanatory.

BLOCK 3: Enter the date your household goods were picked up.

BLOCK 4: Enter the date your household goods were delivered.

BLOCK 5: Assign a line number, beginning with 1, for each lost/damaged item. Continue the number sequence on subsequent DD Forms 1844 if needed.

BLOCK 6: Quantity of items claimed on that line. (i.e., 1 Table, 4 Chairs, etc.)

BLOCK 7: Fully describe the item being claimed and provide specific descriptions of the damages, to include exact location and type of damage. Be very specific and do not use general terms such as "damaged."

BLOCK 8: Enter the inventory number of the item from your household goods shipment inventory.

BLOCK 9: Enter the amount you paid for the item. If a gift, state *gift."

BLOCK 10: Enter the month and year the item was purchased or acquired. If you got the item used, provide the manufactured date, such as a 1998 Sony Stereo purchased in August 2001.

BLOCK 11: Enter either the repair cost or the replacement cost. Enter both If it would cost more to repair than to replace the item.

BLOCK 12: Enter any remarks that are pertinent to this form, such as abbreviations used (i.e., DM = German Marks).

BLOCK 13: Enter the total (on the last page only) of the amount claimed. This is the total of your repair estimates and/or replacement costs. Enter this amount in Block 9 of your DD Form 1842 as the amount claimed.